

U.S. MISSION, PAKISTAN - EMBASSY ISLAMABAD

VACANCY ANNOUNCEMENT NUMBER: 11-101

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| OPEN TO: | All Interested Candidates | OPENING DATE: | June 24, 2011 |
| POSITION: | Architect , FSN-11; FP-04* | CLOSING DATE: | July 7, 2011 |
| POSITION NO: | OBO-27 | | |
| WORK HOURS: | Full-time; 40 hours/week | | |
| SALARY: | *Not-Ordinarily Resident: US \$61,759 p.a. (Starting salary) (Position Grade: FP-04 to be confirmed by Washington) *Ordinarily Resident: Rs.2,518,042 p.a. (Starting salary) (Position Grade: FSN-11) Temporary up to Seven Years | | |

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Islamabad is seeking an individual for the position of Architect (Temporary, up to 7 years) in the Office of Overseas Buildings Operations (OBO).

BASIC FUNCTION OF POSITION:

Incumbent is responsible for overseeing the construction contractor's architectural conformance to plans and specification. Recommends approval of plans and technical submittals and develops change orders, including preparing cost estimates and scopes of work, and other architectural duties related to construction of the Islamabad New Embassy Compound and Housing Project. Perform other related duties as assigned by supervisor.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.

QUALIFICATIONS REQUIRED

NOTE: *All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.*

- 1. EDUCATION:** Bachelor's Degree in Architecture from a recognized university is required (17 years of education).
- 2. EXPERIENCE:** Minimum seven years architectural design and vertical (building) construction administration experience is required.
- 3. LANGUAGE:** Level IV (fluent) Reading/Writing/Speaking English & Urdu are required. This may be tested.
- 4. KNOWLEDGE:** Basic knowledge of construction materials and methods is required. Must have knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services and evaluation of customer satisfaction. Knowledge of the structure and content of the English language including the meaning and spelling of words rules of composition, and grammar is required. Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process is required. Must have knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications. Familiarity with the following standards is required: International Building Code, International Zoning Code, ADA, ANSI.
- 5. ABILITIES & SKILLS:** Must have the ability to prepare written reports in English and maintain logs and files. Must be capable of working independently and provide professional architecture services. Basic knowledge of computers including use of computerized design and drafting (CADD), Word, Excel is required. This may be tested. Ability to review and prepare construction cost estimates is required. Ability to review design documents and technical submittals is required. Must have a professional architecture license.

SELECTION PROCESS:

When equally qualified, U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Applicants for the position must meet the **required** qualifications as advertised in the vacancy announcement. Trainee level(s) may be established below the full performance grade level listed if not fully qualified.
5. Current employees who have voluntarily reassigned/promoted from one position to another are not eligible to apply for **six months** from the effective date of the reassignment/promotion.
6. Current employees who have received any job-related training are not eligible to apply in another section/agency for **six months** from the effective date of the training.
7. Candidates need to indicate on the Application for Employment if any family member is working in the U.S. Mission, Pakistan and, if so, in which section.
8. U. S. Mission Pakistan will not bear any travel expenses for testing, interviews, pre-employments clearances (if selected) or relocating for joining.

TO APPLY:

Interested applicants must submit their duly-filled/completed [DS-174](#) (Application for Employment as LE Staff). Applications will be accepted by e-mail submission only at HROIslamabad@state.gov, the Vacancy Announcement Number (e.g. 11-50) must be mentioned in the subject line.

Please don't attach any documents to your application. Incomplete and submissions after closing date will not be considered. Only short-listed candidates will be contacted for their test/interview. To see all advertised positions, please visit the Embassy Web site http://islamabad.usembassy.gov/employment_opportunities.html. Only short-listed candidates will be contacted for their test/interview.

DEFINITIONS:

1. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has the required work and/or residency permit for employment in country.
2. Not-Ordinarily Resident (NOR): Typically NORs are U.S. citizen EFM's (Eligible Family Members) and family members of United States Government personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: July 7, 2011

U. S. Mission, Pakistan is an equal opportunity employer. All applicants will receive consideration without regard to race, color, religion, gender, national origin, disability, age, sexual orientation, social status, or political ideologies/affiliation.